



COUNTY OF LOS ANGELES
DEPARTMENT OF PARKS AND RECREATION
"Creating Community Through People, Parks and Programs"
Russ Guiney, Director

April 05, 2011

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

**DEPARTMENT OF PARKS AND RECREATION:
AS-NEEDED PLANNING, ENVIRONMENTAL AND ARCHITECTURAL/ENGINEERING
CONSULTING SERVICES
(ALL DISTRICTS) (3 VOTES)**

SUBJECT

Approval of this action will allow the Department of Parks and Recreation to replace existing Board-approved as-needed environmental consultant services agreements with new as-needed agreements for planning, environmental and architectural/engineering services for a more comprehensive scope of services than found in the existing agreements.

IT IS RECOMMENDED THAT YOUR BOARD:

1. Find that the proposed actions are not subject to the California Environmental Quality Act (CEQA) in that the actions do not meet the definition of a project according to Section 15378 (b) (4) (5) of the State CEQA Guidelines because the actions are administrative activities for government grants which by their terms do not involve any commitments to any specific projects which may result in a potentially significant physical impact on the environment.
2. Award and authorize the Director of Parks and Recreation (Director) or his designee to execute consultant services agreements with Design, Community and Environment; Post Buckley, Schuh & Jernigan, Inc., dba PBS&J; RBF Consulting; RJM Design Group, Inc.; Sapphos Environmental Inc.; and Withers and Sandgren LTD for a not to exceed fee of \$1,000,000 annually, to provide as-needed planning, environmental and architectural/engineering services for various County projects for a three-year term with two, one-year extensions; provided however, that the expiration date of the

contracts is subject to the following condition: Where services for a given project have been authorized, but are not completed prior to the stated expiration date, the expiration date of the agreements is extended to allow for completion of such services.

3. Delegate authority to the Director to approve and execute amendments, supplements, and time renewal options related to these agreements which shall not exceed \$1,000,000 each annually.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Approval of the recommended action will provide the Department of Parks and Recreation (Department) with access to planning, environmental, and architectural/engineering as-needed consultant services in support of the Department's various projects such as the Northwest San Fernando Valley Trails Planning Project, the Fifth District Trails Mapping Project, the planning and design for Whittier Narrows Equestrian Center Renovation, technical studies for the Arboretum Deferred Maintenance Project–Ayres Hall Renovation, Sound monitoring at the Hollywood Bowl, and an environmental document for Lakewood Golf Course. There is also need for appropriation for various environmental studies and regulatory permits as required by the CEQA and the National Environmental Policy Act as well as hazardous materials assessment for acquisition of new parkland which would be funded on an as-needed basis.

Also, to streamline the process of consultant selection for the Los Angeles County Regional Park and Open Space District (RPOSD), the Department collaborated with RPOSD and incorporated their need for consultant services into the Request for Proposals. RPOSD has the need for consultant services for various real estate services, grants administration-related issues and environmental services. The RPOSD will pay for any consultant services they use under the agreement.

Existing Agreements

On September 5, 2000, your Board approved four agreements for the provision of environmental services. On June 15, 2004, your Board approved month-to-month extensions for all four agreements in anticipation of a County-wide, As-Needed Planning and Environmental Consultant Program (Program) that was to be developed by the Chief Executive Office (CEO). The Program was not developed as anticipated; therefore, the Department initiated a Request For Proposals (RFP) through the Department of Public Works (Public Works) for planning, environmental and architectural/engineering services which is a more comprehensive scope of services than the existing agreements. These existing agreements will terminate when fully executed new agreements are in place.

New Agreements

On behalf of the Department, Public Works conducted the competitive solicitation process for new consultants. On November 4, 2010, Public Works issued an RFP to 125 firms and advertised the contracting opportunity on the "Doing Business with Us" website. The recommended agreements are with the consulting firms that have been determined to be best qualified to provide the required services based on the evaluation of proposals received by December 1, 2010, from 24 firms.

The Department has negotiated a not-to-exceed fee of \$1,000,000 each with Design, Community and Environment; Post Buckley, Schuh & Jernigan, Inc., dba PBS & J; RBF Consulting; RJM Design Group, Inc.; Sapphos Environmental Inc.; and Withers and Sandgren LTD, for a total not-to-exceed aggregate amount of \$6,000,000 annually.

To ensure the availability of sufficient environmental consulting services to complete active projects, the new contracts are drafted to provide that the expiration date of the new agreements is subject to the following condition: where services for a given project have been authorized, but are not completed prior to the stated expiration date, the expiration date of the agreement is extended to allow for completion of such services. This contract provision does not provide for an increase in the contract amounts. This action will allow the active projects to continue without interruption of service.

Implementation of Strategic Plan Goals

The Countywide Strategic Plan directs the provision of Organizational Effectiveness (Goal 3) by increasing our ability to provide efficient and high-quality public service. The use of as-needed consultant services agreements will enable the Department to better manage fluctuations in workload and thereby continue to provide responsive services to the public.

FISCAL IMPACT/FINANCING

No impact on the County's General Fund is expected from the recommended action. The recommended consultant services will be funded from project budgets and expended as the individual projects are approved by your Board. The RPOSD will pay for any consultant services they use under the agreement.

Operating Budget Impact

Based on the recommended action, the Department does not anticipate any additional operating costs. Any costs resulting from these consultant services agreements will be entirely funded from project budgets.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

A standard consultant services agreement will be in the form previously reviewed and approved by County Counsel. The agreement will be in compliance with the Chief Executive Officer's and your Board's requirements. The agreements contain provisions for annual cost-of-living increases.

Award of the agreements will be in full compliance with Federal, State, and County regulations. The agreements will contain terms and conditions supporting your Board's ordinances, policies, and programs, including but not limited to: County's Greater Avenues for Independence and General Relief Opportunities for Work Programs (GAIN/GROW), Board Policy No. 5.050; Contract Language to Assist in Placement of Displaced County Workers, Board Policy No. 5.110; Reporting of Improper Solicitations, Board Policy No. 5.060; Notice to Contract Employees of Newborn Abandonment Law (Safely Surrendered Baby Law), Board Policy No. 5.135; Contractor Employee Jury Service Program, Los Angeles County Code, Chapter 2.203; Notice to Employees Regarding the Federal Earned Income Credit (Federal Income Tax Law, Internal Revenue Service Notice 1015); Contractor Responsibility and Debarment, Los Angeles County Code, Chapter 2.202; and the Los Angeles County's Child Support Compliance Program, Los Angeles County Code, Chapter 2.200; Defaulted Property Tax Reduction Program, Los Angeles County Code, Chapter 2.206; and the standard Board-directed clauses that provide for contract termination or renegotiation.

ENVIRONMENTAL DOCUMENTATION

The proposed activity is not a project pursuant to CEQA because it is an activity that is excluded from the definition of a project by Section 15378(b) of the State CEQA Guidelines. The proposed actions are an administrative activity of the government, which will not result in direct or indirect changes to the environment.

As projects are developed, the Department will return to your Board with the appropriate environmental documentation for your consideration.

CONTRACTING PROCESS

On November 4, 2010, Public Works advertised and issued an RFP to 125 firms for as-needed planning, environmental and architectural/engineering services to assist the Department in the production of planning, environmental and architectural/engineering services.

As requested by your Board on February 3, 1998, this contract opportunity was listed on the Doing Business with Us website. A copy of the website posting is enclosed for your reference (Attachment I).

On December 1, 2010, 24 firms submitted proposals. An evaluation committee, composed of staff from the Department assessed the proposers' qualifications. The selected firms represent the best-qualified firms to provide the required services based upon their proposed organizational structure, support resources, technical and administrative expertise, experience, and proposed work plan. The firms were selected without regard to race, creed, color, or gender. We recommend awarding a contract to each of the following firms: Design, Community and Environment; Post Buckley, Schuh & Jernigan, Inc., dba PBS & J; RBF Consulting; RJM Design Group, Inc.; Sapphos Environmental Inc.; and Withers and Sandgren LTD to provide as-needed planning, environmental and architectural/engineering services.

Public Works has evaluated and determined that the Living Wage Program (County Code Chapter 2.201) does not apply to the recommended agreements as these agreements are for non-Proposition A services.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Authorizing consultant services agreements with Design, Community and Environment; Post Buckley, Schuh & Jernigan, Inc., dba PBS & J; RBF Consulting; RJM Design Group, Inc.; Sapphos Environmental Inc.; and Withers and Sandgren LTD, will allow the Department to provide planning, environmental and architectural/engineering services through as-needed consultant services agreements to better manage fluctuations in workload and thereby continue to provide responsive services to the public.

The recommended action will have no impact on County services or projects.

CONCLUSION

Upon approval by your Board, please instruct the Executive Office Clerk of the Board, to forward one adopted copy of this letter to the Department of Parks and Recreation.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Russ Guiney", with a stylized flourish at the end.

RUSS GUINEY
Director

WTF:RG:jr:As Needed

Enclosures

c: County Counsel
Executive Officer, Board of Supervisors
Parks and Recreation

Attachment I

Bid Detail Information

Bid Number : ANPR2010
Bid Title : AS-NEEDED PLANNING, ENVIRONMENTAL AND A/E CONSULTANT SERVICES FOR PARKS AND RECREATION
Bid Type : Service
Department : Public Works
Commodity : CONSULTING SERVICES - LANDSCAPING
Open Date : 11/4/2010
Closing Date : 12/1/2010 3:00 PM
Bid Amount : N/A
Bid Download : Not Available
Bid Description : Public Works is requesting on behalf of the Department of Parks and Recreation proposals from qualified firms to provide as-needed planning, environmental, and architectural/engineering consultant services for various projects. The objective is to select up to five firms to provide the requested services. For copies of the RFP, e-mail kgandara@dpw.lacounty.gov
Contact Name : Kathleen Gandara
Contact Phone# : (626) 458-2566
Contact Email : kgandara@dpw.lacounty.gov
Last Changed On : 11/4/2010 5:22:09 PM

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